

**CHILD PLACEMENT REVIEW BOARD  
EXECUTIVE COMMITTEE MEETING  
OPEN SESSION MINUTES  
MARCH 11, 2016  
SMYRNA STATE SERVICE CENTER  
9:30 A.M-12:30 P.M**

**Members Present:** Neal Tash, Judy Mellen, Bonnie Maull, Joe Dell'Olio, Barbara Blair, Bob Hamilton, Mike Norton, Cindy Montejo, Alexis Bryan-Dorsey, Cheryl Mitchell

**Members Absent:** N/A

**Chair of Meeting:** Neal Tash

**Staff Present:** Amy Wilburn, Lisa Cookson, Sarah Bowers, Denise Partridge

**Deputy Attorney General Present:** Valerie Farnan

**\*\*OPEN SESSION BEGAN AT 9:32 A.M\*\***

**I. APPROVAL OF MINUTES FROM FEBRUARY 26, 2016**

The minutes from the February 26, 2016 meeting were reviewed and five changes were requested. One change was needed to Section I regarding the CPRB Legislation update from Joe Dell'Olio. Joe and Barbara Blair noted they met with Shannon Reeder, not Steve Crockett. The second change was Joe conducted the follow-up, not Barbara. The third change concerned p. 4, V. Board Member Status. Barbara Blair noted there was an extra "and" in the last sentence of the first bullet point. The fourth change concerned Section B., Election of Officer. Judy Mellen noted she was nominated Vice Chair, not "First" Vice Chair. The fifth change concerned Section E. Quarterly Budget/Spending Report, 5<sup>th</sup> bullet point. Alexis Bryan-Dorsey requested we replace "conferences" with "consultation", and that this applies only to strategic planning, not budget development. A motion was made to approve the minutes pending these five changes. The motion was approved unanimously.

**ACTION ITEMS:**

- Amy Wilburn will follow-up with Dr. Joseph Crumbley on his fee and availability on 10/27.
- Alexis Bryan-Dorsey will follow-up with Sheila Kumpf to determine what we paid for Ashlyn Bray's services.
- Alexis will follow-up with Sheila Kumpf to see if Sheila can retrieve historical CPRB financial records related to budget.
- Alexis will follow-up to determine if scholarship funds can be carried over to the next fiscal year.
- Cheryl Mitchell will follow-up regarding the Annual Report and if the person she has in mind can assist the CPRB with this year's Annual Report development.
- Denise Partridge will follow-up on a location for the Annual Meeting and see if the Duncan Center and Modern Maturity are available.
- Sarah Bowers will send to Cheryl Mitchell Executive Committee Minutes from the last six months.

**\*\*\*BEGIN CLOSED SESSION AT 9:40 A.M\*\*\***

## **II. PETITION CASES**

*Discussions regarding petition cases are confidential and not open to the public.  
Separate meeting minutes were prepared for the closed session.*

**\*\*\*RETURN TO OPEN SESSION AT 10:30 A.M\*\*\***

## **III. OPERATIONAL ISSUES**

**A.** CHERYL MITCHELL WAS INTRODUCED AS A NEW MEMBER ELECTED TO THE EXECUTIVE COMMITTEE. CHERYL REPLACES NEAL TASH, WHO HAS ASSUMED THE ROLE OF CHAIRMAN OF THE BOARD OF THE CHILD PLACEMENT REVIEW BOARD. CHERYL REQUESTED SARAH BOWERS SEND TO HER THE EXECUTIVE COMMITTEE MINUTES FROM THE LAST SIX MONTHS.

### **B. BUDGET/SPENDING REPORT**

- Lisa Cookson provided the Executive Committee a hand-out worksheet of CPRB's Total Fiscal Year expenses as of 3/1/16 and Total 2015 Fiscal Year funds carried over and spent in FY 2016, along with total amounts spent, and GF balances available as of 3/2/16.
- Lisa noted Scholarship funds are considered a separate fund, and are not included on the worksheet.
- Alexis Bryan-Dorsey will follow-up to determine if Scholarship funds are carried over to the next Fiscal Year.
- The worksheet pertains to what the CPRB has spent through 3/1/16. The second page refers to items that are currently unencumbered. Alexis explained to the Executive Committee the process for encumbering funds, and noted the cut-off date to encumber funds is May 2016, and the remaining funds must be spent by June 2016.
- Lisa and Amy Wilburn noted a prior budget for CPRB was never located internally (not on CPRB's shared drive) and currently there is no spending plan.
- Alexis will get in touch with CPRB's payroll contact, Sheila Kumpf, to retrieve historical financial records with the hope of locating a prior budget so we are adequately prepared to plan for the upcoming Fiscal Year 2017.
- Lisa reported this hand-out worksheet will be provided at each Executive Committee, but noted updating this worksheet is time-consuming and is the Executive Director's responsibility. Alexis proposed the worksheet be provided on a quarterly basis; however, Neal Tash objected stating it should be monthly--but only temporarily--until a new Executive Director is hired. The Executive Committee agreed with Neal to continue with a monthly hand-out until the new Executive Director is up-to-speed. At that time, the worksheet can revert to a quarterly hand-out.
- Alexis offered to work with the new Executive Director in the development of a budget.

**C. IMPLEMENTATION OF ADVANCE DISTRIBUTION OF REVIEW DOCUMENTS**

- Lisa Cookson asked the Executive Committee for this agenda item to be removed since there is nothing new to report. The feedback has been positive, and things are running smoothly.
- The Executive Committee agreed to remove this from next month's agenda.

**D. HIRING OF A NEW EXECUTIVE DIRECTOR**

- Bonnie Maull reported a verbal offer was extended to one of the candidates.
- Neal Tash reported the Executive Committee expects to have a firm answer by Monday, 3/14.
- The Executive Committee will update the CPRB staff as soon as they receive a response.

**E. DATA UPDATE**

- Amy Wilburn provided the Executive Committee a hand-out of data fields with definitions and abbreviations used in the Excel database. Changes made by Amy are in "Red".
- Amy noted by July 2016 we will have additional data for Fiscal Year 2015.
- Amy reported she and Lisa Cookson spoke with Ken Kelemen (Info. Systems Manager) and Tom Mraz (Project Lead) to schedule a meeting to discuss how our process works/our data needs with the hope of developing a workable template.
- A meeting between Amy Wilburn and Tom Mraz will take place on Friday, 3/18/16.
- Amy noted DTI (Dept. of Technology and Information) involvement will be necessary.
- Amy reported we can access data from CPAC and use that, as well as our own data, for our Annual Report.
- Judy Mellen reported she, Joe Dell'Olio, Alexis Bryan-Dorsey, and Neal Tash met with the Director and Deputy Director of the Statistical Analysis Center and Criminal Justice Council to discuss getting information on juvenile recidivism in Delaware--if there is any data available. They will send us information. They agreed to include information on youth in foster care in their annual report on recidivism.
- Judy Mellen reported a meeting will be set up with YRS Director, Nancy Dietz, and the new Cabinet Secretary, Carla Benson-Green, so they can flag CPRB's YRS cases and report them separately. The Director and Deputy Director of Statistical Analysis and Criminal Justice Council offered to attend this meeting as well.
- Amy asked the Executive Committee to review the hand-out, and get back to her with any suggested changes/questions. Amy emphasized, however, to keep in mind we need a clear focus on data and what is truly needed to report. The Executive Committee needs to provide Amy with the areas and trends they want her to explore.
- Amy reported by the end of Fiscal Year 2016, we will have "good" data. She will provide an update at the next Executive Committee meeting.

**F. CPRB LEGISLATION/JOINT FINANCE COMMITTEE UPDATE**

- Joe Dell'Olio reported the Bill is "completed", per Steve Crockett.
- Joe stated that as soon as he gets the completed Bill, he will share it with Neal Tash and Barbara Blair.

#### **G. ANNUAL MEETING 2016/ANNUAL REPORT**

- The Annual Meeting will take place on October 27, 2016.
- The Executive Committee voted in favor of an afternoon meeting. Exact times and location are to be determined.
- Judy Mellen stated her concern about pulling accurate data for CPRB's Annual Report due in October.
- Amy referred Judy Mellen to the Data hand-out, explaining the data fields shown on the hand-out can be pulled for our Annual Report.
- Barbara Blair noted our Annual Report is unique because it includes useful information so legislators will refer to it. One way to make it more useful is to identify trends so we can make solid recommendations going forward.
- Barbara suggested we should identify a potential issue. Before we can do this, however, it is critical we look at year-end statistics first.
- The Executive Committee agreed to meet in the Spring (by May) so that we have three quarters of data to review to see if any trends emerge.
- Barbara reported she reached out to Ashlyn, who assisted us with the annual report two years ago, but she is not returning Barbara's calls, so we need to let Ashlyn go.
- Cheryl Mitchell reported she has someone in mind who could assist with the upcoming Annual Report, and she will follow-up. Barbara requested to Cheryl she copy Neal on any e-mail updates.
- Barbara asked Alexis to follow-up (possibly with Sheila Kumpf) to determine what we paid for Ashlyn's services.
- Neal Tash asked the Executive Committee if anyone had a speaker in mind for the Annual Meeting.
- Neal Tash and Amy Wilburn suggested Dr. Joseph Crumbley, and Neal provided the Executive Committee a hand-out bio of Dr. Crumbley. Dr. Crumbley specializes in kinship care and transracial adoptions, and was well-received when he spoke at a DFS conference last year.
- Amy will follow-up with Dr. Crumbley regarding his speaking fee, and availability for 10/27. If his fee is reasonable, the Executive Committee is interested in booking him.
- Denise Partridge will follow-up on the availability of Modern Maturity and the Duncan Center.

#### **H. STRATEGIC PLAN**

- Alexis Bryan-Dorsey reported she spoke with Larry Trunfio, a Training Administrator with OMB/HR, and he will provide, free of charge, training and development of a strategic plan once a new Executive Director is hired.
- Neal Tash reported Mr. Trunfio has several years of strategic planning experience and has offered to help out in any way. Neal then provided the Executive Committee a hand-out of Strategic Planning Development Retreat and Pre-Retreat Worksheets for their consideration.
- Neal and Judy Mellen suggested the Executive Committee meet with CPRB staff and the new Executive Director for an all-day strategic planning retreat.
- A strategic planning retreat date will be added to the 4/8/16 Executive Committee meeting agenda.

#### **I. SKYPE USAGE DURING REVIEWS**

- Neal Tash asked CPRB staff about the feasibility of using Skype during reviews.
- Lisa Cookson requested this agenda item be tabled until an Executive Director is hired.
- The Executive Committee agreed to table this agenda item.

#### **IV. COMMITTEES**

- The Executive Committee would like to form a scholarship committee to focus on ways to refine and formalize the current scholarship process.
- The Executive Committee stated they also want more focus and initiative centered around the areas of education and mental health.
- Due to time constraints, the Executive Committee agreed to table this discussion until a future Executive Committee meeting.

#### **V. NEW BUSINESS MATTERS**

- Alexis Bryan-Dorsey requested a Closed Session at the end of the Executive Committee meeting with members of the Executive Committee and Board Chair only. The Executive Committee agreed to the Closed Session request.
- Judy Mellen noted her concern that Action Items, which are normally at the end of the Agenda/Minutes, will get lost amid all the discussions or lose their importance if we wait until the end of the meeting. Judy requested Action Items be moved to the top of the Agenda/Minutes.
- The Executive Committee approved moving Action Items to the top of the Agenda/Minutes.

**\*\*THE MEETING CONCLUDED AT 12:30 P.M. \*\***

*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE  
SMYRNA STATE SERVICE CENTER  
ON APRIL 8, 2016*